



Election Day Manager Manual

This manual belongs to: _____



30078

Gwinnett County Board of Voter Registrations and Elections
Gwinnett County, Georgia

IMPORTANT:

Please retain this Manager Manual until you are instructed by Gwinnett County Elections Office to destroy.

Please be advised that this is the only printed copy you will be issued. If you lose this printed copy, you can download and print a copy from the Online Training Library.

Thank you.

Table of Contents

Chapter 1: General Information	1
1. Welcome.....	1
2. Qualifications of Poll Officials.....	2
3. Language Assistance	2
4. Cultural Diversity and Competency	2
5. Good Practices for Voters with Disabilities	4
6. Emergency Preparedness	5
7. Safety First	7
Chapter 2: Prior to Election Day	9
1. Sunday Pickup	9
2. Polling Location Arrangement.....	12
3. Election Day Stations	14
4. Monday Setup	15
5. Posting Signage.....	17
Chapter 3: Election Morning	21
1. Dress Code	21
2. Breaks and Lunches	22
3. Before the Polls Open	22
4. Opening the Polls Checklist.....	23
5. What If?	24
Chapter 4: Election Day	25
1. Voter Flow Chart.....	25
2. Station Officials.....	26
3. The Voter's Certificate.....	30
4. Who is Allowed Where at the Poll?.....	33
5. No Campaigning Limits.....	34

6. Exit Polling	35
7. Poll Watchers	35
8. Elderly and Disabled Voters	36
9. Cell Phone Usage inside the Polling Location.....	36
10. Media inside the Polling Location	36
Chapter 5: ExpressPoll	38
1. The ExpressPoll Station	38
2. Opening the ExpressPoll Station	39
3. Processing the Voter	40
4. Special Situations at the ExpressPoll Station.....	48
5. ExpressPoll Flow Chart	49
6. Split Precincts and District Combos.....	50
7. Voter Status Guide	51
8. Voter Registration Application and Other Documentation.....	56
9. Hourly Count.....	62
10. ExpressPoll Troubleshooting	64
Chapter 6: Provisional and Challenged Ballots	67
1. The Provisional/Challenged Ballot Station.....	67
2. Open the Provisional/Challenged Ballot Station	62
3. Provisional Code Guide.....	70
4. Processing a Provisional Voter.....	72
5. Processing a Challenged Voter	81
6. Street List.....	83
7. Provisional Flow Chart	84
Chapter 7: Closing the Polls	86
1. Closing Procedures.....	86
2. Closing the DRE Units	87
3. Closing the ExpressPoll Station	88
4. Closing the Provisional Station	91

5. Packing Up	92
6. When to Leave?.....	92
7. Where to Go?.....	93

Appendix.....	94
----------------------	-----------

ExpressPoll 4000 - Opening Procedures.....	94
ExpressPoll 4000 - Closing Procedures.....	96
ExpressPoll 5000- Opening Procedures.....	98
ExpressPoll 5000 - Closing Procedures.....	100
VWD Kit.....	102

Glossary	104
-----------------------	------------

Chapter 5: ExpressPoll

Log Sheet for Actions Taken on DRE and ExpressPoll

Whenever an update or canceling action is taken, either on the ExpressPoll or on the DRE, the Poll Manager must ensure these actions are recorded on the Log Sheet. The poll official will write the voter's name and date of birth, initial under each action taken, note the time the actions were taken, and write the reason the actions were taken. Actions that must be recorded include:

1. Canceling a Ballot on the DRE Unit
2. Updating a voter's status on the ExpressPoll to remove a ballot that was issued
3. Updating a voter's status on the ExpressPoll to remove an Absentee Ballot that was issued
 - a. This is only to be done if the voter has surrendered their Absentee Ballot to be canceled, presented a Notice of Eligibility, or if directed to do so by the Elections Office
4. Updating a voter's status on the ExpressPoll to remove a Challenged notation
 - a. This is only to be done if the voter has provided appropriate documentation to prove citizenship or if directed to do so by the Elections Office

Log Sheet for Actions Taken on DRE and ExpressPoll					TIME	REASON FOR ACTION
Precinct: _____ Election Date: _____						
VOTER'S	ACTION TAKEN - Initial all that apply					
Name Registration Number DOB	DRE - Canceled Ballot	ExpressPoll - Removed Ballot Issued	ExpressPoll - Removed Ab Voter	ExpressPoll - Removed Challenged notation		



At closing, place the Log Sheet for Actions Taken on DRE and ExpressPoll in Completed Registration Documents Envelope # 2.